

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: 9/29/2008

Recruiting Bulletin No. AF-RCC-30-08-079

CLOSING DATE: Open Continuous

The Dallas Regional Census Center will be conducting testing sections for the following positions:

Office Clerks

AD-0303-00

Louisiana Pay Rate Ranges: \$8.00 – \$13.25 per hour

Mississippi Pay Rate Ranges: \$8.00 – \$11.00 per hour

Texas Pay Rate Ranges: \$8.00 – \$13.50 per hour

- Pay rates depends on location
- No electronic or emailed resumes accepted.

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a not to exceed 6-8 weeks Schedule A time-limited appointment with a possible extension.

AREA OF CONSIDERATION: Dallas Regional Census Center, Early Local Census Centers (Throughout Louisiana, Mississippi and Texas)

Louisiana:

- Lafayette, LA
- Baton Rouge, LA

Mississippi:

- Jackson, MS
- Meridian, MS

Texas:

- Dallas Central, TX
- Plano, TX
- Denton, TX
- Fort Worth, TX
- Midland, TX
- Williamson County, TX
- Conroe, TX

- Houston West, TX
- Houston Central, TX
- San Antonio Central, TX
- Corpus Christi, TX

WHO MAY APPLY: Applications will be accepted from United States citizens and nationals.

- **For Practice test visit website:**
<http://www.deosileys.net/2010censusjobs/documents/documents.php>
- **For Locations (Louisiana, Mississippi and Texas) and County/Parish desired to work. To find out what Early Local Census Office serves your county/parish, go to:**

<http://www.census.gov/rodal/www/pdf/gif/ELCO-State-County-Parish-17Jun08.pdf>

WORK SCHEDULE: This is an intermittent position.

DUTIES: Performs a wide variety of clerical functions associated with office processing, field operations, recruiting, testing and administrative operations. Performs clerical operations such as preparing enumerator assignments, checking address registers for duplicate or missing addresses, preparing crew leader assignment control records, data keying, and checking training materials. Performs routine clerical tasks required in the collection, control, review, processing, and reporting of personnel and payroll data and the administrative tasks supporting these functions. These tasks must be completed in a timely manner in order to meet strict deadlines. Assists in personnel operations of the office by processing personnel actions, affecting appointments and separations of intermittent field and office employees. Maintains personnel files and records, position description files, manuals and instruction books. Provides assistance to employees in preparing payrolls. Reviews claims for completeness and accuracy. Assists in the preparation and processing of special time and cost reports. Assists in the processing of accident forms, travel vouchers, and time and attendance records. Assists in preparing unemployment claim forms for separated employees. Performs incidental typing of transmittals, letters, office records, forms, and so on. Assists in scheduling and administering the testing of job applicants for various positions. Assists in monitoring the testing sessions, scoring the tests, maintaining testing files, and reviewing application forms. Assists in locating space for test applicants, assuring that it meets specific criteria. Sets up testing room in an appropriate manner to allow for a testing area and a reception area. Organizes and maintains office files and supplies. Assists the office operations supervisor with routine clerical office functions necessary to enable him/her to spend as much time as possible supervising subordinate staff.

QUALIFICATIONS: THIS POSITION REQUIRES PASSING A WRITTEN TEST. Call toll-free 1-866-861-2010 to schedule an employment test in your area and get more information about the application process.

- Be a citizen of the United States, and present proof of identity and employment eligibility.
- Be at least 18 years old.
- Pass a test demonstrating ability to read, follow written instructions, do simple arithmetic, and read maps.
- Be a resident of the county or city in which the major part of the assignment is located.
- Have a valid driver's license and car to use in completing assignments, if necessary.
- Be able to read small type.
- Have the ability to speak and hear normal conversation.
- Be in good physical condition for driving, walking, climbing stairs, and standing.
- Be available for day, evening, and weekend work.

As appropriate to the geographic location and nature of assigned duties, the incumbent must possess translation skills for a language indigenous to the area of assignment in addition to English.

How To Apply:

If you are interested in positions call 1-866-861-2010 to be schedule for testing.

U.S. Bureau of the Census
Dallas Regional Office
2777 N. Stemmons Freeway, Suite 200
Dallas, Texas 75207-2277

Phone: (866) 861-2010
E-mail: darcc.recruiting.list@census.gov

Telephone inquiries can be made Monday thru Friday, 7:30 a.m. until 4:30 p.m., central time.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (214) 267-6900 or 1(800) 563-6499.

Payment of relocation expenses IS NOT authorized.

- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Recruitment Office at 1-866-861-2010.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**1(800) 563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.